



PLPSD Accessibility Training Requirements Following the Accessibility for Manitobans Act

Who and What:

- **Accessible Customer Service:** Mandatory for all staff members.
- **Accessible Information and Communication:** Required for all teachers, educational assistants, teacher librarians, clinicians, and administration staff.
- **Accessible Employment:** Compulsory for all supervisors and administration personnel.

Training link: [The Accessibility for Manitobans Act online learning portal](#)

*Certificates do not expire.

When:

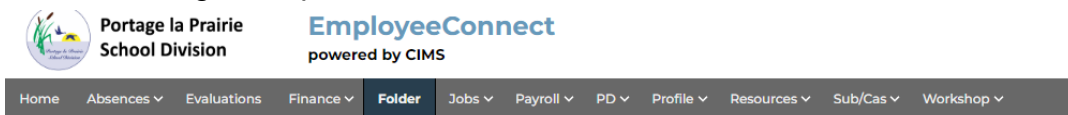
First day of the new school year all staff will be surveyed to ensure compliance with training. New hires (full and part-time) during the school year will be required to complete training within the first month of employment.

Upon completion of training:

Employees will upload certificates. Be sure to download your copy (with your name) to your Google documents at the end of each training session.

Instructions for uploading the certificate on CIMS:

1. Click on Folder along the top bar



2. Enter the date of completion
3. Description: Select "Accessibility Training Certificate" from the drop-down menu.
 - a. Note: Record the Title of the Certificate attained (i.e. Accessible Employment)
4. Choose file: select the file from your Google Drive (where your certificate was saved).
5. Click on "Attach"

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If successful, you will be able to view your certificate as it appears on the list in your Folder.
If you are unable to attach the certificate, please contact the Human Resources Department or your school administrator, or your supervisor.

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